

CHILD WELFARE SERVICES DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Alpine County Health and Human Services Agency

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This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans. Minors in the probation system must also be included in the plan. County plans must be amended to include Child Welfare Services (CWS) Disaster Response Plans and be operational by September 28, 2007.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law (PL) 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under Section 6 (a) (16). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

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CWS Disaster Response Criteria A:	Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:
Essential Function:	1. Identification and location process of children who may be displaced
Process Description:	Alpine County has a population of 1200 people. Less than 300 of them are children. Alpine County Health and Human Services (ACHHS) has one child welfare social worker. Alpine County Probation Department has a Chief Probation Officer who serves as the adult and juvenile probation officer as well. The child welfare social worker is required to work with all of the ACHHS staff at the local emergency shelter care facility in the case of a disaster in Alpine County. Because Health and Human Services staff will be manning the emergency shelter care facility along with volunteers and

	the Red Cross, the social worker and the director will know which families and children have been displaced or adversely affected by the disaster. From the emergency shelter care facility the social worker will be able to identify, locate and continue to offer services to the families and children that have been adversely affected until conditions have stabilized and families can return home. The probation officer would continue ongoing services to families either at the courthouse, where the office is located, or at the emergency shelter care facility. The probation officer would be working in conjunction with the ACHHS social worker. We are a very small county and often combine service delivery efforts.
Essential Function:	2. Communication process with child care providers
Process Description:	Once the Incident Command Post has been established information will be forwarded to the ACHHS director. The director, social worker or probation officer will remain in contact with the three licensed foster homes and the approved relative caregivers in the affected areas. This will be done through the telephone line, cell phone, satellite phone, Sheriff's radio or person to person contact.
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	All families in the affected area will be asked to evacuate to one of the three evacuation centers in the county. This will be done through the Incident Commander's Office by the Sheriff's evacuation notification personnel. Alpine County is within 20 miles of the State of Nevada. This is where the closest hotels and motels are located. Families may choose to relocate to Nevada and not use the emergency shelter care facility. In that case the ACHHS director, the social worker or the probation officer will be in contact with the foster families and relative caregivers prior to the evacuation. At that time plans would be made for the continuity of services for the families and children.
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	All families in the affected area will be asked to evacuate to one of three evacuation centers. This will be done through the Incident Commander's Office by the Sheriff's evacuation notification personnel. Alpine County is within 20 miles of the State of Nevada. This is where the closest hotels and motels are located. Families may choose to relocate to Nevada and not use the emergency shelter care facility. If foster families or relative caregivers choose to do this they will have received training to report their location to the Foster Family Agency (FFA) that licenses their foster home. The FFA manager will then notify the emergency shelter director of the whereabouts and status of all dependent children or wards of the court that are placed in FFA homes. Approved relative caregivers will notify the emergency shelter care director of their location and the status of all

	children placed with them.
Essential Function:	5. Identification of shelters
Process Description:	The shelters in Alpine County have been identified as the Community Center at Turtle Rock Park. Diamond Valley School and the Perry Walther building. The Incident Commander will notify all evacuation notification personnel who will in turn notify staff and families which shelter to respond to at the time of the emergency.
Essential Function:	6. Parental notification procedures
Process Description:	Parents of children who are in out of home care will be contacted by the social worker or probation officer as to the safety of their children. As the county is so small it is likely the parents and children will be in the same emergency shelter care facility. Contact will be made through the telephone line, cell phone, satellite phone, Sheriff's radio or person to person contact.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	All services will be provided through the emergency shelter care facility until families can safely return to their homes.
Essential Function:	8. Staff assignment process
Process Description:	All ACHHS staff will be working at the emergency shelter care facility. As there is only one child welfare social worker in Alpine County any new referrals will be assigned to that worker. As there is only one probation officer in the county the referral process would not be hindered.
Essential Function:	9. Workload planning
Process Description:	All ACHHS staff will be working at the emergency shelter care facility. As there is only one child welfare social worker in Alpine County any new referrals will be assigned to that worker. As there is only one probation officer in the county the referral process would not be hindered.
Essential Function:	10. Alternative locations for operations
Process Description:	The Health and Human Services building is one of the buildings with a back up generator and

	would be used in all emergency situations. If damage has been done to the HHS building operations would be set up at the emergency shelter care facility. The courthouse has a backup generator and would be used in an emergency situation. The county's Sheriff's Office is also housed at this location.
Essential Function:	11. Orientation and ongoing training
Process Description:	All foster parents and approved relative caregivers will receive training in the emergency operations process. Through the yearly re-approval process they will receive any updated information if the process changes.
CWS Disaster Response Criteria B:	Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. New child welfare investigation process
Process Description:	All ACHHS staff will be working at the emergency shelter care facility. As there is only one child welfare social worker in Alpine County any new referrals will be assigned to that worker.
Essential Function:	2. Implementation process for providing new services
Process Description:	During the disaster only essential services will be provided. After the disaster has been managed ACHHS staff and the probation officer will conduct an initial assessment of locations and needs of families, providers and youth. ACHHS and Probation will partner with local agencies, State and Federal partners to coordinate and provide additional services as necessary. Services will be relocated to alternate locations as needed.
CWS Disaster Response Criteria C:	Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:
Essential Function:	1. Communication structure – staff
Process Description:	ACHHS and Probation will use the established internal communication system to remain in contact with staff members. This includes the CAHAN System in Alpine County and the Sheriff's radio system.
Essential Function:	2. Communication structure – child welfare personnel (phone tree)

Process Description:	ACHHS will use the established internal communication system to remain in contact with staff members. This includes the CAHAN System in Alpine County.
Essential Function:	3. Communication structure – contracted services
Process Description:	During the disaster and recovery process the County Auditor and Sheriff's financial manager will maintain contact with the ACHHS director and managers of contracted services to answer questions and discuss service delivery issues.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	Alpine County will use satellite phones and couriers.
Essential Function:	5. Communication frequency
Process Description:	Alpine County will use CAL CORD, the State wide frequency for search and rescue and OES frequencies 1 and 2.
Essential Function:	6. Communication with media
Process Description:	All communication with the media would be through the Public Information Officer.
Essential Function:	7. Communication with volunteers
Process Description:	All communication with the volunteers would be through the Sheriff's Department Office of Emergency Services.
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	ACHHS has a toll free number, 888-755-8099.
CWS Disaster Response Criteria D:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	All paper child welfare records are stored above the floor in overhead cabinets. All essential

	program records are stored in the CWS/CMS database. Although this is not a web-based system the social worker could access essential program records on the desktop computer at the office or if out stationed, through the dialup process with the laptop. If necessary the social worker could access the information through a neighboring county's server. All probation records are locked in file drawers. The probation officer would have access to court files in case files are jeopardized.
Essential Function:	2. Use of off-site back-up system
Process Description:	As stated before, if out stationed, the social worker could access essential records through the dialup process with the laptop. If necessary the social worker could access the information through a neighboring county's server. The probation officer would have access to court files as a back up system.
CWS Disaster Response Criteria E:	Coordinate services and share information with other states:
Essential Function:	1. Interstate Compact on the Placement of Children reporting process
Process Description:	The ICPC Administrator of ACHHS is responsible for serving as the communication liaison between Alpine County , State of California and other States as the County's dependent children relocated to another State or other State's dependent children relocate to Alpine County.
Essential Function:	2. Mental health providers
Process Description:	Alpine County Behavioral Health staff is required to man the local emergency shelter as well as the ACHHS staff. Mental health providers will be available to assess mental health issues and provide outreach as well in the case of a disaster.
Essential Function:	3. Courts
Process Description:	The child welfare social worker will remain in contact with the Alpine County Court Executive Officer. Only essential court hearings will be coordinated with the courts. After the disaster is managed the child welfare social worker will act as the liaison with the court to work collaboratively to facilitate communication and coordinate court related disaster response

	efforts to children and families involved in the juvenile court system. As the probation officer is located in the county courthouse, information is shared routinely on a daily basis. Hearing scheduling and communication would not be disrupted.
Essential Function:	4. Federal partners
Process Description:	The Incident Commander and the commander's team will designate staff to initiate and maintain contact with the Federal partners that oversee ACHHS during the recovery process.
Essential Function:	5. CDSS
Process Description:	The Incident Commander and the commander's team will designate staff to initiate and maintain contact with the State partners that oversee ACHHS during the recovery process.
Essential Function:	6. Tribes
Process Description:	All services to the Washoe Tribe (only local Tribe) will be provided by Alpine County Office of Emergency Services.
Essential Function:	7. Volunteers
Process Description:	The Incident Commander and the commander's team will designate staff to initiate and maintain contact with all volunteers during the recovery process.